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ABSTRACT

Andrews University (Michigan), which is sponsored by the General Conference of Seventh-Day Adventists, extends its academic program to 14 other institutions, three in the United States and abroad. The program permits students in other countries to obtain a recognized, quality tertiary or graduate education. Andrews' research library, the James White Library, has established standards and guidelines for the libraries of affiliated and extension programs. The first of two parts of this report presents the standards, which cover objectives, collection, organization, staff, services, facilities, administration, and budget. The second part provides guidelines for evaluating affiliates and the affiliate annual report form; a list of titles and bibliographic citations for materials recommended for inclusion in the core reference collection; a list of titles and bibliographic citations for periodicals recommended for a core collection to support a major, a minor, and classes offered in each of 16 subject areas and general periodicals; and a list of recommended periodical titles and recommendations for book collection size needed to support the master's degree in business administration. (KRN)

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LIBRARY STANDARDS AND GUIDELINES

FOR INSTITUTIONS AFFILIATED WITH

OR OFFERING EXTENSION PROGRAMS OF ANDREWS UNIVERSITY

Developed by a committee
appointed from the faculty of the
James White Library

Marley Soper, chair

Harvey Brenneise, general editor

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James White Library
Andrews University
Berrien Springs, MI

March 1992

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INTRODUCTION

Andrews University, sponsored by the General Conference of Seventh-day Adventists, serves as a key institution in the Adventist educational system which numbers 76 colleges and universities worldwide with a total enrollment of 42,562 students (1990). A part of the university's mission, to provide the church with trained leaders, is particularly significant to the international work of the church.

During the past 20 years, at the request of the church's world leadership, Andrews University has extended its educational programs by affiliation with a number of Seventh-day Adventist (SDA) institutions of higher education within and outside the United States. Since 1948, it has also offered its courses and degrees by extension in a variety of sites both in the United States and abroad. The affiliation and extension programs permit students in other countries who might not otherwise be able to do so to obtain a recognized quality tertiary or graduate education. In many cases, affiliations have been set up in countries where it is difficult or impossible for private and/or religious institutions to obtain a charter to grant degrees in their own right. However, American degrees offered through affiliation with Andrews University make it possible for these students to obtain a recognized degree.

The university currently has contractual agreements with eleven institutions outside the United States and three institutions within the U.S. using three affiliation plans. Plan A, Teaching on Behalf of Andrews University, is one in which a fully-recognized and periodically audited institution gives instruction on its campus on behalf of the university, thus becoming an Andrews extension campus or examination center. Plan B, Joint Cooperative Teaching, is one in which the university makes use of the facilities and approved personnel of the affiliated institutions for purposes of giving instruction in the approved degree programs. Plan C, Teaching by Andrews University Faculty Exclusively, is one in which the university uses local facilities for an extension program conducted by its own faculty. In addition, the university offers coursework toward graduate degrees on a variety of additional extension sites, using Andrews University regular or adjunct faculty as instructors. Affiliated institutions and extension sites are located in Africa, Asia, Australia, the Caribbean, Central America, Europe and the United States.

These affiliation and extension programs have been approved by Andrews University's major accrediting body, the North Central Association of Colleges and Schools (NCA). Some of these sites have been visited by NCA site-visiting teams as part of the evaluation of Andrews University.

The Andrews University administration has sought the assistance of the faculty of the James White Library, the university's research library, to develop an ongoing plan to assist the libraries at the affiliated and extension campuses to develop their facilities and resources to support the academic programs that are under Andrews University's jurisdiction. The chapters in this document were developed over several years by individual librarians and library committees to further this aim. In a number of instances, librarians from Andrews University have made site visits to some of these libraries. The library faculty also serve as consultants on affiliation library matters to university administration as well as to the libraries at the affiliated institutions.

Harvey Brenneise,
General editor

March 1992

LIBRARY STANDARDS

FOR INSTITUTIONS AFFILIATED WITH

OR OFFERING EXTENSION PROGRAMS OF ANDREWS UNIVERSITY

Fifth Edition: March 1992

Developed by a committee
appointed from the faculty of the
James White Library

Marley H. Soper, Chair
Dr. Richard Powell
Cynthia Helms
Wolfhard Touchard
Linda Wildman

INTRODUCTION

In order to properly evaluate the libraries of the institutions affiliated with or offering extension programs of Andrews University, it is necessary to develop written standards and guidelines. The guidelines which follow are based upon those of the Association of College and Research Libraries (ACRL), modified as appropriate to apply in local situations, some of which are outside North America. These standards are a minimum for schools affiliated with or offering extension programs of Andrews University.

These standards include a recommended list of periodicals and reference materials (see attached). In the future, basic subject bibliographies will be developed and distributed. The first one will be in the field of religion. Others will follow as opportunity or need require.

LIBRARY OBJECTIVES

Every academic library shall form its own set of objectives to match the institution which it serves. This shall include the input from the faculty, administrators and the librarians. Often such objectives are stated as follows:

> The primary goal of the academic library is to support the curriculum with current, relevant resource material. The library shall support not only the philosophy of the institution which it serves but also the published or understood policies of the institution. The faculty shall find professional material in the library including that which keeps them abreast of their subject areas and which enriches their lives and teaching. Students shall be able to explore in greater depth that which they are learning in the classroom.
>
> In harmony with the Seventh-day Adventist belief that the whole person should be nourished and developed, the library shall acquire resources for recreation and personal enrichment and additional materials to support extracurricular activities and campus life.

COLLECTION

An academic library shall have a basic collection of materials to support its curriculum and provide the broad reading needs of students seeking a liberal arts education. The recommended minimum number of items for the library shall be 20,000. The terms "items" or "materials" include books, significant pamphlets, bound volumes of periodicals, microforms, and various audiovisual forms such as recordings, films, charts, maps, video tapes, or other educational tools. This total shall, however, include a basic number of books for each major, minor, or course taught in the college as suggested elsewhere in this document.

Such a collection shall include a recommended minimum subscription list of 150 periodicals. The total number of subscriptions is specified in this document if the college offers certain majors, minors, or courses. These subscriptions are in addition to free magazines which may be esoteric, parochial, or trivial in nature.

If an academic library has not achieved a basic collection at the time of affiliation negotiations, its parent institution shall provide additional funds so that the library will obtain the minimum collection within a planned and agreed upon period of time, but not more than four years.

After the basic collection is completed, the library shall realize a minimum annual growth of about 500 titles which, in some cases, might replace outdated materials. As new programs, degrees, or classes are added to the curriculum provision for their support shall also be made as outlined below.

General encyclopedias shall be updated at least every five (5) years and other general reference books on a regular basis.

Because the school is part of the world-wide Seventh-day Adventist educational system, the library shall continually collect material about the church, including publications of the conferences or missions, unions, institutions and divisions of the area which it serves.

More particularly, the library shall serve as a depository for the following Adventist materials:

(1) periodicals and papers of the various unions and divisions represented by the students.
(2) one copy of each book or other publication of the local union and division publishing house;
(3) the history of the institution served by the library;

The library should also collect materials pertaining to the history of the community in which the institution is located. News of the

institution or church reported in local and regional papers should also be collected and preserved.

The library shall subscribe to the Seventh-day Adventist Periodical Index and to a minimum of 15 publications covered by the index including:

ADULT SABBATH SCHOOL LESSONS
ADVENTIST HERITAGE
ADVENTIST REVIEW
ANDREWS UNIVERSITY SEMINARY STUDIES (AUSS)
CELEBRATION (FORMERLY WORKER)
JOURNAL OF ADVENTIST EDUCATION
LIBERTY
LISTEN
MINISTRY
ORIGINS
SIGNS OF THE TIMES (US)
WORLD MISSION REPORT
VIBRANT LIFE

The library shall subscribe to newspapers that cover local, state (province), national, and international news.

Audiovisual materials such as films, filmstrips, disc and tape recordings, pictures and slides, realia, and other library resources shall be cataloged and housed (preferably) in the library where adequate audiovisual equipment is available.

Measures should be taken to ensure that the library holdings in all areas conform to the standards outlined in such documents as:

(1) Guide to the Teaching of Literature in Seventh-day Adventist Schools.
(2) Guidelines Toward a Seventh-day Adventist Philosophy of Music.

Books, periodicals and other library materials shall be selected carefully. It is important to consult professional tools such as Books for College Libraries, reviews in professional journals such as Choice, and other reliable sources. Some of these sources are biased toward materials from the United States and therefore those countries which have established selection aids of their own should consult them in addition to those mentioned above.

SUGGESTED MINIMUM COLLECTION BREAKDOWN
(Periodicals and book titles)

SUBJECT	MAJOR		MINOR		PER COURSE	
	Per.	Titles	Per.	Titles	Per.	Titles
Agriculture	25	300	10	200	2	30
Art					1	100
Biology	25	2,200	10	1,200	2	50
Business	15	900	9	600	2	50
Economics	10	750	5	300	2	100
Business Educ.	3	250	2	100	1	30
Chemistry	5	500	3	250	1	50
Communication	3	300	2	150	1	30
Computer Sci.	10	300	4	150	1	40
Education	25	2,500	12	1,500	3	75
English	25	3,000	12	2,000	2	200
Geography	10	800	5	400	1	50
Health/Phys. Ed	10	400	5	200	1	50
History	25	3,000	12	2,000	2	200
Home Economics	20	750	10	400	2	50
Industrial Ed	20	250	10	175	1	20
Mathematics	10	250	5	125	1	15
Music	15	600	10	350	1	150
Physics	7	500	5	400	1	25
Psychology	15	1,000	7	500	2	100
Religion/Theo	30	3,500	15	1,700	3	75

General: 10-30 periodicals
2000 books

The above figures permit only two or three textbooks to be counted in any given subject.

When selecting periodicals, first consideration shall be given to those which are covered by standard indexes. The library shall subscribe to appropriate periodical indexes for all majors taught.

Following the guidelines of this document, lists of books, periodicals, and audiovisual materials to be purchased are compiled by the librarian in consultation with the faculty.

Some funds shall be set aside for purchase of materials for recreational purposes and self-improvement.

The library collection shall be reevaluated continuously as it relates to improved curricula, changing needs, and the academic program. This process leads to replacement of outmoded materials and the discarding of materials which are no longer useful.

ORGANIZATION

Under the direction of the library director and his/her staff, the materials housed in the library shall be organized for efficient retrieval at the time of need and shall be readily accessible to all faculty and students.

There shall be a catalog of the library's holdings that permits items to be identified, regardless of format, generally by author, title, and subject using an established classification system.

In addition to the catalog, there shall also exist subordinate files such as serial records, shelf lists, and indexes to non-monographic materials.

Patrons shall have direct access to the library's holdings. Rare books or other extremely valuable materials may require special security in closed stacks.

Ellen G. White publications which appear in the Comprehensive Index to the Writings of Ellen G. White may be organized in a separate area and cataloged under "W". Libraries using the Library of Congress (LC) classification should be aware that the Association of Seventh-day Adventist Librarians (ASDAL) publishes and maintains A Classification for Adventists and Ellen White as an expansion of the LC schedules.

STAFF

The library staff shall be of adequate number and skill to meet agreed-upon objectives. The director of the library shall be a professional librarian. All professional librarians shall hold recognized professional library degrees from library schools of comparable quality to that of a program accredited by the American Library Association. It is also recommended that professional librarians have some education (pedagogy) and management courses. The number of librarians required shall be computed as follows: one professional librarian for each 400 full time equivalent (FTE) students or fraction thereof.

The staff shall include an appropriate balance of librarians, support personnel, and part-time assistants so that every staff member is employed commensurate with his/her library training, experience, and capability.

Library policies and procedures shall be designed with modern personnel management practices in mind. A job description shall be prepared for each professional and support staff position, and job descriptions may also be of value for student employee positions.

Library technicians who perform some part of a professional responsibility shall take at least one course in library science. Each library staff shall include at least one employee, in addition to the director, who has had course work in cataloging and/or reference.

The library director shall have acquired an understanding of the principles and theories of selection, acquisition, organization, interpretation, and administration of library resources. Support staff members shall have normally received specialized or on-the-job training for particular assignments within the library. Such assignments can range in complexity from routine or business functions to highly technical activities which may require degrees in fields other than librarianship. Well-managed academic libraries shall also utilize some part-time assistants, many of whom are students. Although students usually perform repetitive or clerical tasks, given good training and adequate experience they may perform at relatively skilled levels and constitute an important segment of the library team.

Professional librarians shall comprise at least 25-35% of the total full time equivalent library staff, not including student hours. All libraries require at least a part-time secretary or typist. Trained individuals shall be responsible for technical services, reference and circulation. Some of these positions may be filled by professional librarians or library technicians while others may be those trained on-the-job. Until it has met the other standards of this document, the developing library shall employ at least one additional professional librarian or library technician than is usual for the academic library.

SERVICES

The academic library shall establish and maintain a range and quality of services that will promote the academic, social and spiritual program of the institution and encourage optimal library use.

Proper service shall include continuing instruction to patrons in the effective use of libraries, guiding patrons to the library materials they need, and providing information to patrons as appropriate.

Library material shall be circulated to qualified patrons under equitable policies and for periods as long as possible without jeopardizing their availability to others.

The availability of reading materials shall be extended, wherever possible, by providing inexpensive means of photocopying. Librarians should, however, be aware of copyright laws and abide by them as closely as possible.

The quality of the collections available locally to patrons shall be enhanced through the use of interlibrary loan service and other cooperative agreements which provide reciprocal access to resources of other libraries.

The hours of public access to the materials of the library, its study facilities, and the library staff shall be consistent with reasonable demand during the normal study week, including evenings, as well as weekends and vacation periods.

When academic programs are offered away from a campus, library services shall be provided. This shall include delivery of materials, a budget to finance these services, and proper planning for the use of the materials within the context of the academic curriculum. These services, however, shall not jeopardize the regular needs of users who are in ongoing classes on campus.

FACILITIES

The college shall provide secure facilities for the library. The building shall have adequate space for the administration of resources by the staff, ample space for the technical services required to process materials, and comfortable quarters and furnishings for patrons.

The library building shall be designed to properly store materials free from excesses in humidity and temperature, and from rodents and other damaging factors.

The size of the library shall be dependent on three factors:

(1) Space for readers. One seat for every four (4) full time equivalent (FTE) students is required in a residential school where students live on campus. If fifty percent (50%) or more of the FTE students live off-campus, one seat is required for every five (5) students. For each library seat there shall be at least 25 square feet (2.32 square meters) of floor space.

(2) Space for books. There shall be 0.10 square feet (93 square centimeters) per volume. Adequate space shall also be provided for audiovisuals, utilizing similar space allowances.

(3) Space for administration and technical services. The space required for administration, cataloging, ordering, acquisitions, files and other work space shall be approximately one-fourth of the sum of the space for readers and books.

Handicapped persons shall be considered in the library plan by allowing ample aisle space, providing rest rooms with adequate equipment, ramps where needed to gain access to the building and other features which may be consistent with local needs and practices.

The library should be located conveniently on the campus and have an inviting appearance. The arrangement of the library should take into consideration the flow of traffic, supervision of library use, easy utilization of library materials and services, aesthetic features, proper lighting--both artificial and natural, acoustics, and adequate heating and cooling.

The building and furnishings shall be designed for the users' safety. For example, construction shall meet fire codes, including provision of proper electrical wiring and outlets. Fire extinguishing equipment shall be readily accessible in the building. Exits shall be well-marked. The area shall be kept free of protrusions, splinters and litter.

ADMINISTRATION

The academic library shall be administered to encourage the fullest and most effective use of its resources. The director is responsible for the functions of the library as outlined by the objectives set forth in this document. In harmony with good management practices, the director shall seek advice and listen to counsel from the professional librarians, other members of the library staff, as well as the faculty and administration. To accomplish this, there shall be regular library staff meetings. In addition, a standing advisory committee, comprised of students and teaching faculty, shall serve as the main channel of formal communication between the library and its users. The library director is often the secretary of the committee; the chairperson should be an interested faculty member or administrator. Any

interested faculty member or administrator may attend these meetings, but only acknowledged committee members may vote on recommendations made by the committee. The committee shall meet at least three times per year.

The library director shall be a professional librarian. He/She and all other professional librarians on the staff shall be members of the faculty and should be present at faculty meetings. The director, or another professional librarian designated by the director, shall be a member of the courses and curriculum committee of the institution and such other committees required to alert the director of plans which will affect the library. The director shall report to the appropriate academic administrator.

The library shall maintain written policies and procedure manuals which define its governance and operations. The library shall compile statistics not only for purposes of control and planning but also to use in reports which inform its publics of the library's problems and accomplishments. Typical statistics are those gathered from circulation records, accession records, holdings, and expenditures. It is also helpful to have a record of the number of reference questions asked and interlibrary loans made each year.

There shall be a document defining the responsibility and authority vested in the office of the library director as well as the procedures for his/her appointment. This document shall also clarify the scope and nature of the duties of the director and specify to whom the director reports.

BUDGET

The library director shall have the responsibility for preparing, defending, and administering the library budget. The amount of the library appropriation shall also be expressed as a percentage of the total institutional budget for educational and general purposes. The budgeting process and the amount of the allocation shall be set at least four months before the beginning of a new fiscal year.

The director has sole authority to apportion funds and initiate expenditures within the approved library budget in harmony with the guidelines of this document and institutional policy. The library shall maintain internal accounts for approving invoices for payment, monitoring encumbrances, and evaluating the flow of expenditures.

Experience has shown that library budgets (exclusive of capital costs and the costs of physical maintenance) which fall below

six (6) percent of the institution's total educational and general expenditures are seldom able to sustain the range of library programs required by the institution. Moreover, this percentage will run considerably higher during periods when the library is working to overcome past deficiencies, to raise its "grade" on collections and staff as defined in these standards, or to meet the information needs of new academic programs. Institutions which initially do not meet the minimum standards of this document shall budget up to ten (10) per cent or more of its educational and general expenditures for the library until the standards have been reached.

GUIDELINES FOR EVALUATING LIBRARIES OF INSTITUTIONS AFFILIATED WITH OR OFFERING EXTENSION PROGRAMS OF ANDREWS UNIVERSITY

Third Edition

Developed by a committee
appointed from the faculty of the
James White Library

Marley H. Soper, Chair
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March 1992

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I. Introduction

Over a period of time the librarians of the James White Library (JWL) have been engaged in the evaluation process of libraries in institutions affiliated with or offering extension programs of Andrews University (AU). This began with the development of general library standards for affiliated institutions and visitation of some of the affiliated institutions' libraries. These standards were approved by the university Affiliation and Extension Committee and are considered minimum standards.

In addition, the librarians have developed these guidelines for evaluating these libraries. These guidelines, the standards, and other accompanying documents are designed not only to assist AU in evaluation but also to provide assistance and guidelines for these libraries as they grow and develop. Specific bibliographies for periodicals have been created, usually at the request of various affiliated libraries, and other bibliographies will be provided in the future.

The annual report is designed to provide a uniform reporting system by which the affiliation librarian on the campus of Andrews University may be informed about the condition and progress of affiliated libraries. The affiliated libraries are required to supply the information requested on the annual report. Each library is also expected to keep accurate statistics that will be needed for such reports.

II. General Procedures of Evaluation

All institutions affiliated with Andrews University must have adequate library facilities, staff, materials, and budget to properly meet the needs of patrons for study and research. To assure that this is the case, the document entitled Library Standards and Guidelines for Institutions Affiliated With or Offering Extension Programs of Andrews University has been developed and provided to all affiliated institutions. Institutions wishing to be affiliated with AU in the future should request these standards as soon as possible to prepare to meet those standards.

A professional librarian from the James White Library must visit every institution now affiliated with Andrews University or which plans to be affiliated with Andrews University. Just as an institution is visited by an appropriate accrediting team or person even though a thorough self-study has been conducted, so it is that an Andrews University evaluator must visit the library of its

affiliated institutions. It is often difficult to see one's own strengths and weaknesses which may be more apparent to the qualified visitor. Past experience in expecting general administrators or faculty to give advice concerning the library has not proven satisfactory. It is now understood that professional librarians are necessary for this role.

For those institutions already affiliated with AU, an evaluation has been or will be made to ascertain whether or not the library of that institution is adequate as required by the standards. For those which do not meet the criteria, reasonable target dates will then be set for achieving them. The institution will be requested to develop a realistic financial and procedural plan for meeting the standards by the target dates. The dates set forth will, in most cases, be from two years to five years, with schedules set to achieve various aspects of the standards. However, certain standards will need to be in place immediately, such as the requirement that the institution have at least one professional librarian.

It is the desire and plan of the librarians at the James White Library to be as helpful and encouraging as possible to the developing affiliated libraries. As time and finances allow, JWL librarians will try to assist with funding suggestions, planning, bibliographies, shipping problems, and actual on-site assistance.

Where progress is too slow towards achieving the objectives set forth here, Andrews University will either place the affiliated institution on probation or end the affiliation.

Evaluating the continued growth and development of these affiliated libraries will be achieved by the reporting instrument and by the occasional visit of a librarian or other Andrews University personnel who have been advised of the standards and will check on portions that are in question.

ANNUAL REPORT FOR LIBRARIES

OF INSTITUTIONS AFFILIATED WITH

OR OFFERING EXTENSION PROGRAMS OF ANDREWS UNIVERSITY

Each year in August this form should be filled out and returned to the affiliation librarian of the James White Library (JWL) of Andrews University (AU). This report will make it possible for the librarians of AU to assess the growth and development of the libraries at the various institutions.

Name of library and/or institution: _____

I. Are there written goals and objectives for the library?
YES _____ NO _____

Are these goals and objectives known to faculty and administration?
YES _____ NO _____

If these goals and objectives have not yet been sent to the affiliation librarian of JWL or if revisions have taken place since the last copy was sent in, please include the revised goals and objectives statement with this report.

II. What is the size of the collection?:
Volumes of books and bound periodicals: _____

Number of current paid periodical subscriptions: _____

Number of significant free or donated subscriptions: _____

How many volumes have been added to the collection over the past year? _____ How many have been weeded or lost from the collection? _____

What is the copyright date of the latest major encyclopedia set in the reference collection? _____

For each category listed on the next page for which your institution offers a major or minor, indicate the number of volumes owned by the library. Before each subject place the number corresponding to the offerings of your institution as follows:

1 = major offered
2 = minor offered
3 = only a class or two offered
4 = no classes offered in this subject

SUBJECT (with usual Dewey and LC class numbers) SUPPORTING	BOOK VOLUMES	C U R R E N T PERIODICAL SUBS
__AGRICULTURE, 630 - 639; S	_____	_____
__ART, 700 - 779; N	_____	_____
__BEHAVIORAL SCIENCE (PSYC, ANTHROPOLOGY, SOCIOLOGY) Parts of the 100's, 301, 360; BF, GN, HT, HM, etc.	_____	_____
__BIOLOGY, 570 - 599; QK,QH,QL QM,QP,QR	_____	_____
__BUSINESS, 330 - 359; HF/HG/HJ 650 - 659	_____	_____
__BUSINESS EDUCATION, 650, PN6121, PS660-8, PR1321, etc.	_____	_____
__CHEMISTRY, 540 - 549; QD	_____	_____
__COMMUNICATION, 808; P90, PN, etc.	_____	_____
__COMPUTER SCIENCE, 001, QA76	_____	_____
__EDUCATION, 370 - 379; L	_____	_____
__ENGLISH & LIT., 400 - 429; P 800 - 829	_____	_____
__GEOGRAPHY, 910 - 919; G	_____	_____
__HEALTH (FITNESS, NUTRITION HYGIENE, ETC.) 612, 613, 640, 641, 796; RA 776+, etc.	_____	_____
__HISTORY, 900 - 909; D,E,F 930 - 999	_____	_____
__HOME ECONOMICS, 640 - 649; TX	_____	_____
__INDUSTRIAL EDUC., 620 - 629, 650 - 699; TL,TH,TT205-267 TT200-770, TS180-200	_____	_____
__MATHEMATICS, 510 - 519; QA	_____	_____
__MUSIC, 780 - 789; M	_____	_____
__PHYSICS, 530 - 539; QC	_____	_____
__RELIGION/THEOLOGY, 200 - 299;	_____	_____

BH-BX

__OTHER AREAS (please identify) _____ _____

III. Is the library well cataloged? Yes ___ No ___

If no, please explain: _____

_____

How many items remain uncataloged at the time of this report? (Include those which have recently arrived but are not yet cataloged.) _____

IV. Have there been any changes in personnel for the library during the past year other than student personnel?

YES _____ NO _____

If yes, please comment: _____

_____

Is the library presently staffed as required by the standards? YES_____ NO _____

How many professional librarians are employed (those having a masters degree in library science)? _____

Please give the FTE (full time equivalent) support staff the library has other than student labor. _____

V. How many hours is the library typically open per week during the period when classes are taught?

_____

VI. Have there been any changes in the facilities of the library since the last report?

YES _____ NO _____ (If yes, please comment)

_____

Are the facilities adequate to keep the collection preserved, i.e., are the books and other library materials kept dry and reasonably secure from damage or loss?

YES _____ NO _____

Is there adequate seating for the students? (See standard)

YES _____ NO _____

Have there been any changes in seating since the last report?

YES _____ NO _____

VII. Does the library director have a professional library degree?

YES _____ NO _____

How many times has the library advisory committee met during the past year? (This committee is sometimes called a library services committee or library council as described in the standards.) _____

VIII. What percentage of the institutional total educational and general expenditures were allocated to the library during the past fiscal year?

_____

Approximately how much money was spent for library materials this year? (Please convert to U.S. dollars)

Books? _____

Supplies and expense? _____

Periodicals? _____

IX. Are there any problems or comments you would like to discuss? Please feel free to write them down below or on the back of this page.

Name and position of the person making this report:

Name:_____

Position:_____

Date: _____

March 1992

CORE REFERENCE COLLECTION

FOR LIBRARIES OF INSTITUTIONS AFFILIATED WITH

OR OFFERING EXTENSION PROGRAMS OF ANDREWS UNIVERSITY

Prepared by:
Cynthia Mae Helms

In consultation with:
Harvey Brenneise
Warren Johns
Richard Powell
Wolfhard Touchard
Linda Wildman

April 1988

P R E F A C E

This bibliography has been compiled in response to requests from librarians of colleges and universities affiliated with or offering extension programs of Andrews University. It is recommended that this list serve as a basic guide for a reference collection. By acquiring these titles, the library meets the minimum requirements of an acceptable reference collection. Comparable titles may be selected if in the judgment of the professional librarian he/she feels the choice would be better for this particular library.

Efforts have been made to keep this list small, practical, and feasible. There are only 77 titles that are highly recommended for each library. All other items are the best suggested titles for the given subject fields if acquisition of such is desired. Some of these optional titles, however, are a must for colleges and universities that offer the major program mentioned. There are cases where the librarian is given the option to include or not to include certain subject fields in his/her collection.

The date and cost of each book were noted at the time the list was compiled. They have been included to serve as a reference for planning the collection. Since the librarian should acquire the latest edition, he/she may use the given information for budgetary purposes.

To provide current information, it is suggested that materials which are revised annually be updated at least every 3-5 years.

Bibliographies

1. Guide to Reference Books. Eugene P. Sheehy, ed. 10th ed. American Library Association, 1986. $65.00.

OR

Walford's Guide to Reference Material. Albert John Walford, ed. with the assistance of Anthony P. Harvey & H. Drubba. London, Library Association, 1980- . 3v at $80.00 each=$240 set.

2. Books in Print. Bowker, 1947- . Annual. 7 v . 1987-88 edition=$625.00. (optional)

AND

Subject Guide to Books in Print. Bowker, 1956- . Annual. 4v. 1987-88=$179.95/set. (optional)

OR

British Books in Print. London, Whitaker; New York, Bowker. Latest edition. 1987=$275.00. (optional)

3. Ulrich's International Periodicals Directory; a Classified Guide to Current Periodicals, Foreign and Domestic. 1- . Bowker, 1932- . 2v.(1987-88)=$159.95; $650.00 microfiche-combined with Irregular Serials & Annuals. Update every 5 years.

4. The Reader's Adviser, Vol. 6. 13th ed. Bowker, 1988. $75.00.

5. Magazines for Libraries. Bill Katz and Linda Sternberg, ed. 5th ed. Bowker, 1986. Library binding - Adult. $95.00.

Encyclopedias

6. Collier's Encyclopedia. William D. Haley, ed. director. Emmanuel Friedman, ed.-in-chief. Macmillan Educational Corp., 1981. 24v. $799.50/set. Discounts available to schools and libraries. Update every 5 years.

OR

Encyclopedia Americana. Grolier, 1987. 30v. illus. (part col.). maps, index. No price given. Discounts available to schools and libraries. Update every 5 years.

OR

Encyclopaedia Britannica. Encyclopaedia Britannica, 1987. 32v. $1049.00/set (school and library). Update every 5 years.

Dictionaries

7. Webster's Third New International Dictionary: The Great Library of the English Language. unabridged. G & C Merriam, 1971. 3194p. $89.95 (deluxe ed.).

OR

The Random House Dictionary of the English Language. 2nd ed. Random House,1987. 2500p. $79.95; Deluxe edition, $99.95.

OR

The American Heritage Dictionary (includes Roget's II The New Thesaurus). 3d ed. Houghton Mifflin, 1984. 1568p. $29.95.

Abbreviations

8. Acronyms, Initialisms, and Abbreviations Dictionary. 12th ed. Julie E. Towell & Helen E. Sheppard, ed. Gale, 1987. 3000p. $190.00.

OR

DeSola, Ralph. Abbreviations Dictionary. Augmented International 7th ed. Elsevier, 1985. 1184p. $47.50.

Almanacs

9. Kane, Joseph Nathan. Famous First Facts: A Record of First Happenings, Discoveries, and Inventions in American History. 4th ed. expanded and revised. H. W. Wilson, 1981. 1350p. index. $75.00. (optional)

10. The World Almanac and Book of Facts. New York, Newspaper Enterprise Association, 1868- . Annual. 1987=$12.95.

OR

Information Please Almanac. Houghton & Mifflin, 1947- . Annual. 1987=$9.95; $5.95 pa.

OR

Whitaker's Almanack. Whitaker; distr., Gale, 1869- . Annual. 1987=$54.00.

Calendars, Days, and Customs (optional)

11. Gregory, Ruth W. Anniversaries and Holidays. 4th ed. American Library Association, 1983. 260p. bibliog. index. $25.00.

Quotation Books

12. Bartlett's Familiar Quotations: A Collection of Passages, Phrases and Proverbs Traced to their Sources in Ancient and Modern Literature. Rev. and enl. ed. Dodd, 1984. 1540p. $29.45.

OR

Stevenson, Burton. Home Book of Quotations: Classical and Modern. 10th ed. Dodd, 1984. 2816p. $39.95.

Biography

13. Chambers Biographical Dictionary. J. O. Thorne and T. C. Collocott, eds. Cambridge University Press, 1986. 1493p. $29.95.

OR

Webster's Biographical Dictionary. G & C Merriam, 1980. 1697p. $15.00.

Library Science (optional)

14. The A.L.A Glossary of Library and Information Science. Heartsill Young, ed. with the assistance of Terry Belanger et al. American Library Association, 1983. 245p. bibliog. $50.00.

Social Science and Area Studies

15. International Encyclopedia of the Social Sciences. David L. Sills, ed. Free Press, 1977. 8v. $310.00/set.

16. Europa Year Book: A World Survey. London, Europa Publications; distr. Gale, 1926- . 2v. index. 1987=$265.00/set.

OR

Statesman's Year Book: Statistical and Historical Annual of the States of the World. St. Martin's Press, 1864- . annual. 1986-87=$49.95.

History

17. The Times Atlas of World History. Geoffrey Barraclough, ed. Hammond, 1978. 360p. illus. (col.). maps. index. $85.00.

18. Dictionary of American History. rev. ed. Scribner's, 1976. 8v. index. $390.00/set. (only for those offering a major in history)

19. Langer, William. Encyclopedia of World History. 5th ed. Houghton-Mifflin, 1972. $35.00.

Political Science

20. Robert, Henry M. Robert's Rules of Order. rev. ed. Scott-Foresman, 1981. 590p. $29.95 spiral binding.

Geography and Travel Guides

21. Times Atlas of the World. 7th rev. ed. Times Books. 520p. illus. (col.). maps. index. $139.95. (preferable)

OR

National Geographic Atlas of the World. 5th ed. National Geographic Society, 1981. $44.95.

22. Webster's New Geographical Dictionary. rev. ed. Merriam, 1984. $19.95.

OR

Clark, Audrey N. Longman Dictionary of Geography: Human and Physical. Longman, 1986. $35.00.

OR

Statesman's Year-Book World Gazetteer. 3d ed. John Paxton, ed. St. Martin's Press, 1986. 1750p. $49.95.

23. Lands and Peoples. Grolier, 1987. 6v. illus. (part col.) maps, index. $160.00/set (school and library). (optional)

Education

24. Tests in Print III: An Index to Tests, Test Reviews, and the Literature on Specific Tests. James Mitchell, Jr., ed. Gryphon Press, 1983. 714p. $85.00. (only for those offering a graduate degree in education)

OR

Buros, Oscar K. Mental Measurements Yearbook. 8th ed. University of Nebraska, 1987. $140.00. (optional)

25. Encyclopedia of Education. Lee C. Deighton, ed.-in-chief. Macmillan and Fried Press, 1971. 10v. bibliog. index. $199.00/set.

26. World of Learning. 1947- Europa Publications, 1947- . Annual. 1987=$190.00. Update every 5 years.

Recreation and Sports (optional)

27. Neft, David S., Cohen, Richard M. and Deutsche, Jordan A. The Sports Encyclopedia: The Modern Era, 1960 to the Present. 5th ed. St. Martin's Press, 1987. 592p. paper $15.95.

28. Webster's Sports Dictionary. G & C Merriam, 1976. 503p. illus. $10.95.

29. Oxford Companion to World Sports and Games. John Arlott, ed. Oxford University Press, 1975. 1143p. $35.00.

Sociology

30. Abercrombie, Nicholas, et al. The Penguin Dictionary of Sociology. (Reference Series) Penguin, 1984. 272p. paper $7.95.

Women's Studies (optional)

31. Ballou, Patricia K. Women; A Bibliography of Bibliographies. G. K. Hall, 1986. 349p. index. (A Reference Publication in Women's Studies). $30.00.

OR

Stineman, Esther. Women's Studies: A Recommended Core Bibliography, 1980-85. With assistance of Catherine Loeb. Libraries Unlimited, 1987. 538p. index. $55.00.

Statistics and Demography (optional)

32. International Encyclopedia of Statistics. William H. Kruskal and Judith M. Tanur, eds. Free Press, 1978. 2v. index. $155.00/set.

33. United Nations Statistical Yearbook. New York, United Nations ; distr. Unipub, 1949- . Annual. 1983=$65.00; paper $55.00.

Economics and Business

34. Brownstone, David M. and Gorton Carruth. Where to Find Business Information: A World Guide to Everyone Who Needs the Answers to Business Questions. 2d ed. John Wiley, 1982. 632p. (A Hudson Group Book; A Wiley Interscience Publication). $75.00. (only for those offering a business major in the graduate level)

OR

Daniells, Lorna M. Business Information Sources. Berkeley, University of California Press, 1985. 673p. index. $40.00. (only for those offering a business major in the graduate level)

35. Rosenberg, Jerry M. Dictionary of Business and Management. John Wiley, 1983. 631p. (A Wiley-Interscience Publication). $36.95.

36. Handbook of Modern Accounting. 3d ed. Sidney Davidson and Roman Weil, eds. McGraw-Hill, 1983. 1358p. $80.00.

37. Scott, David L. & Fiebelkorn, George. Dictionary of Accounting. Rowman & Allanheld, 1985. $19.95; $7.95 paper.

OR

Siegel, Joel & Shim, Jae. Dictionary of Accounting Terms. Barron, 1987. 448p. soft cloth cover $8.95.

OR

Brockington, R. A. Concise Dictionary of Accounting & Finance. Philadelphia, Trans-Atlantic Publications, 1986. 144p. text ed. $22.00.

38. Dictionary of Occupational Titles. 4th ed. Employment and Training Administration. U. S. Employment Service; distr., Washington, GPO, 1984. 1413p. index. $23.00.

39. Bakewell, K. G. B. Management Principles and Practices: A Guide to Information Sources. Gale, 1977. 519p. index. (Management Information Guide, no. 32). $65.00.

40. The Encyclopedia of Management. 3d rev. ed. Carl Heyel, ed. Van Nostrand Reinhold, 1982. 1416p. illus., index. $59.95.

41. Shapiro, Irving J. Dictionary of Marketing Terms. 4th ed. Littlefield, Adams, 1981. 280p. illus. $9.95pa. (only for those offering a major in marketing)

42. Scheer, Wilbert E. The Personnel Administration Handbook. 2d ed. Dartnell, 1985. 1088p. il. $49.95. (optional)

43. The Sales Promotion Handbook. 7th ed. Ovid Riso, ed. Dartnell, 1979. 1206p. il. $49.95. (optional)

44. The Marketing Manager's Handbook. 2nd ed. Stuart Henderson Britt, ed. Dartnell, 1983. 1293p. il. $49.95. (optional)

45. The Office Administration Handbook. Robert S. Minor and Clark W. Fetridge, ed. 6th ed. rev. and enl. Dartnell, 1984. 1000p. il. $49.95. (optional)

46. Dilenschneider, Robert L. and Forrestal, Dan J. The Dartnell Public Relations Handbook. 3d rev. ed. Dartnell, 1987. 920p. il. $49.00. (optional)

47. The Sales Manager's Handbook. Ovid Riso, ed. 13th ed. Dartnell, 1982. 1006p. il. $49.95. (optional)

Art (optional)

48. Mayer, Ralph. A Dictionary of Art Terms and Techniques. Harper & Row, 1981. 464p. $17.95.

OR

Encyclopedia of World Art. 15v. Publishers Guild, 1959. $1495.00.

Music

49. Scholes, Percy. The Oxford Companion to Music. 10th ed., rev. and reset. John Owen Ward, ed. Oxford University Press, 1970. 1248p. music, plates. $45.00.

50. A Basic Music Library: Essential Scores and Books. 2d ed. Robert Michael Fling, ed. American Library Association, 1983. 369p. $15.00 pa.

51. The New Harvard Dictionary of Music. Edited by Don M. Randel. Carmela Ciampa and Laszlo Meszoly, illustrators. Harvard University Press, 1986. 1024p. $35.00.

OR

Westrup, J. A. and F. Ll. Harrison. The New College Encyclopedia of Music. Conrad Wilson, rev. New York, W. W. Norton, 1981. 768p. illus. $16.95.

OR

Ammer, Christine. Harper's Dictionary of Music. Carmela Ciampa and Kenneth L. Donlon, illustrator. 414p. Harper & Row, 1973. Repr. of 1972 ed. $7.95pa.

52. The New Grove Dictionary of Music and Musicians. 6th ed. Stanley Sadie, ed. Grove's Dictionary of Music, 1980. 20v. il. $2100.00. (only for those offering a major in music)

53. Slonimsky, Nicolas. Baker's Biographical Dictionary of Musicians. 7th rev. ed. Macmillan Publishing Co.,1984. 1577p. $95.00. (only for those offering a major in music)

Religion

54. (Choose any two of these three atlases)
The Harper Atlas of the Bible. James B. Pritchard, ed. Harper & Row, 1987. 256p. $49.45.

OR

Oxford Bible Atlas. 3rd ed. Herbert G. May, ed. Oxford University Press, 1985. $21.95; pap. $10.95.

OR

Pfeiffer, Charles F. Baker's Bible Atlas. rev. ed. Baker Book House, 1961. Repr. $14.95.

55. Dowley, Tim. Eerdman's Handbook to the History of Christianity. William B. Eerdmans Publishing Co., 1977. $29.95.

56. Eerdman's Handbook to the Bible, rev. ed. David Alexander and Pat Alexander, editors. William B. Eerdmans Publishing Co., 1983. 680p. $24.95.

57. The New International Dictionary of Biblical Archaeology. E. M. Blaiklock and R. K. Harrison, editors. Zondervan Publishing House, 1986. $29.95. (optional)

58. Harper's Bible Dictionary. Society of Biblical Literature and Paul J. Achtemeier, editors. Harper and Row, 1985. 1194p. $29.95 thumb indexed; $27.95.

OR

The New Bible Dictionary. J. D. Douglas, ed. Tyndale House, 1982. 1344p. $24.95.

59. The Interpreter's Dictionary of the Bible. George A. Buttrick and Keith R. Crim, ed. Abingdon Press, 1976. 5v. $119.00.

60. The Interpreter's Dictionary of the Bible, Supplementary Volume. Keith R. Crim, Victor P. Furnish and Lloyd R. Bailey, editors. Abingdon Press, 1976. $24.95.

61. Abingdon Dictionary of Living Religions. Keith Crim, Larry D. Shinn and Roger A. Bullard, editors. Abingdon Press, 1981. 864p. $17.95. (optional)

62. Dictionary of Comparative Religions. S.G.F. Brandon, gen. ed. Scribner's, 1970. 704p. $55.00.

63. Oxford Dictionary of the Christian Church. 2nd ed. F. L. Cross and E. A. Livingstone, editors. Oxford University Press, 1974. 1518p. $60.00.

OR

Westminster Dictionary of Church History. Jerald C. Brauer, ed. Westminster Press, 1971. 887p. $27.50.

64. Parrinder, Geoffrey. Dictionary of Non-Christian Religions. Dufour, 1971. 32p. illus. $19.95. (optional)

65. World Christian Encyclopedia: A Comparative Study of Churches and Religions in the Modern World, AD 1900-2000. David B. Barrett, ed. Oxford University Press, 1982. 1010p. illus., maps. $165.00.

66. Encyclopedia of Religion and Ethics. James Hastings, ed. with the assistance of John A. Selbie and Louis H. Gray. Scribner, 1926 (Fortress). 12v. illus. $599.95. (optional)

OR

Eliade, Mircea. The Encyclopedia of Religion. Macmillan, 1986. 16v. $1100. (optional)

67. The Zondervan Pictorial Encyclopedia of the Bible. new ed. Merrill C. Tenney, ed. Zondervan Publishing House, 1974. 5v. $129.95.

OR

International Standard Bible Encyclopedia. rev. ed. Geoffrey W. Bromiley, ed. William B. Eerdmans Publishing Co., 1979-Vol. 1; 1981-Vol. 2. $75.00.

68. Miller, Madeleine S. and J. Lane Miller. Harper's Encyclopedia of Bible Life. 3d ed. rev. Harper & Row, 1983. 416p. $10.95 paper.

69. Ellison, John W. Nelson's Complete Concordance of the Revised Standard Version. 2nd ed. Thomas Nelson Publishers, 1985. 1136p. $29.95. (optional)

70. Goodrick, Edward W. and John P. Kohlenberger. The NIV Complete Concordance. Zondervan Publishing House, 1981. 1056p. $24.95. (optional)

71. The New Strong's New Exhaustive Concordance of the Bible. 2nd ed. James Strong, ed. Thomas Nelson Publishers, 1984. $28.95 indexed; $24.95.

OR

Cruden's Unabridged Concordance to the Old and New Testaments and the Apocrypha. Baker Book House, 1953. 719p. $19.95.

OR

Harper's Topical Concordance. Charles R. Joy, ed. Harper & Row, 1976. 640p. $10.95 paper.

72. Masterpieces of Christian Literature. Salem, 1963. 2v. $60.00.

73. Seventh-day Adventists. Yearbook. Review and Herald, annual. $18.50 paper.

74. Seventh-day Adventists. General Conference. Church Manual. Review and Herald, 19- . $8.95; $5.95 paper.

75. Comprehensive Index to the Writings of E.G. White. Pacific Press, 1962-63. 3v. $49.95.

76. Guthrie, Donald. New Bible Commentary. rev. ed. Eerdmans, William B. Publishing Co., 1970. $24.95.

77. Seventh-day Adventist Commentary Reference Series. Review and Herald. 10v. $259.95.

78. Interpreter's Bible; The Holy Scriptures in the King James and Revised Standard versions with general articles and introduction, exegesis, exposition for each book of the Bible. Abingdon Press, 1951-1957. 12v. $260.00.

Philosophy

79. Dictionary of Philosophy. 2nd. rev. ed. Antony Flew, ed. St. Martin's Press, 1984. 380p. $22.50.

80. The Encyclopedia of Philosophy. Paul Edwards, ed.-in-chief. Free Press, 1973. 8v. in 4. index. $260.00/set.

Popular Customs

81. Funk & Wagnalls Standard Dictionary of Folklore, Mythology, and Legend. Maria Leach, ed. Funk & Wagnalls; distr., Harper & Row, 1984. 1236p. index. $29.95.

82. Amy Vanderbilt Complete Book of Etiquette: A Guide to Contemporary Living. Letitia Baldridge, rev. Doubleday, 1978. 879p., $17.95; $18.95 thumb-indexed edition.

OR

Post, Elizabeth L. The New Emily Post's Etiquette. Latest ed. Funk & Wagnalls, 1984. 880p. illus. index. $21.45; $24.95 thumb-indexed edition.

OR

Lansbury, Angela. Etiquette for Every Occasion; A Guide to Good Manners. Batsford, 1985. 96p. 5.85 pounds.

OR

Debretts' Etiquette and Modern Manners. Elsie Burch Donald, ed. Debretts, 1981. 400p. 9.95 pounds.

Language

83. Webster's Ninth New Collegiate Dictionary. G & C Merriam-Webster, 1985. 1568p. $14.95 gray skivertex; $15.95 thumb-indexed red linen; $16.95 thumb-indexed brown leather look; $23.95 thumb-indexed brown skivertex.

OR

Longman Dictionary of Contemporary English. Paul Procter, editor-in-chief. Longman, 1979. $19.95; $14.95 paper.

OR

The Concise Oxford Dictionary of Current English. 7th ed. J. B. Stokes, ed. Oxford University Press, 1982. 1264p. $22.50; $27.50 thumb-indexed edition.

84. Dictionary of Foreign Phrases and Abbreviations. 3d ed. Curt Johnson and Grace P. Hayes, ed. Kevin Guinagh, tr. Wilson, 1982. 288p. $35.00.

85. The Shorter Oxford English Dictionary. Oxford University Press, 1973. 2v. $150.00; $160.00 thumb-indexed edition. (optional)

OR

Oxford English Dictionary. Compact edition. Oxford University Press. 2v. $195.00 boxed. (optional)

86. Oxford English Dictionary. Oxford University, 1986. 16v. $1500.00. (only for those offering a major in English)

87. Webster's Collegiate Thesaurus. G & C Merriam, 1976. $12.95; $13.95 brown leather look.

OR

Webster's New Dictionary of Synonyms. G & C Merriam, 1984. 942p. $14.95 thumb-indexed ed.

OR

Roget's International Thesaurus. 4th ed. Robert L. Chapman, rev. Harper & Row, 1984. 1317p. $9.95 paper.

88. Strunk, William, Jr. and E. B. White. The Elements of Style. 3d ed., enlarged and rev. Macmillan, 1979. 86p. index. $4.95; $2.95pa.

89. Turabian, Kate L. A Manual for Writers of Term Papers. 5th ed. Rev. by Honigsblum, Bonnie B. University of Chicago Press, 1987. 300p. $20.00 library binding; $7.95 paper.

90. Fowler, Henry Watson. A Dictionary of Modern English Usage. 2d ed. Ernest Gowers, rev. Porter, Bern, 1985. 752p. $42.50; Oxford University Press, 1983 repr. of 1965 ed. $8.95 paper.

Literature

91. Great Books of the Western World and the Great Ideas. Robert Maynard Hutchins, editor-in-chief; Mortimer J. Adler, associate editor. Encyclopedia Britannica, 1952. 54v. illus. $999.00.

92. Bateson, F. W. and Harrison T. Meserole. A Guide to English and American Literature. 3d ed. New York, Gordian Press, 1976. 352p. index. $13.95. (only for those offering a major in English or Language Arts)

OR

Altick, Richard D. and Wright, Andrew. Selective Bibliography for the Study of English and American Literature. 6th ed. Macmillan, 1978. 180p. (only for those offering a major in English or Language Arts)

93. Guide to World Literature. Warren Carrier, ed.; Kenneth A. Oliver, assoc. ed. Urbana, Ill., National Council of Teachers of English, 1980. 2347p. biblio. index. $11.75 paper; $7.50.

94. Cuddon, J. A. A Dictionary of Literary Terms. Penguin, 1982. 745p. $8.95 paper. (only for those offering a major in English and Language Arts)

95. The Reader's Encyclopedia. 2d ed. William Rose Benet, ed. T. Y. Crowell, 1965. 1118p. $15.95.

96. Masterplots, rev. ed. Frank N. Magill, ed. Salem Press, 1976. 12v. $400.00/set.

97. Masterplots II. (World Fiction Series) Frank N. Magill, ed. Salem Press, 1988. 4v. $275.00 Library binding-adult. (optional)

OR

Masterplots II. (British & Commonwealth Fiction Series) Frank N. Magill, ed. Salem Press, 1987. 4v. $275.00 set. (optional)

OR

Masterplots II. (American Fiction Series) Frank N. Magill, ed. Salem Press, 1986. 4v. $275.00. (optional)

OR

Masterplots II. (Short Stories Series) Frank N. Magill, ed. Salem Press, 1986. 6v. $375.00 library binding. (optional)

OR

Masterplots: Revised Category Edition. (European Fiction Series) Frank N. Magill, ed. Salem Press, 1986. 3v. $120.00 library binding. (optional)

OR

Masterplots. (British Fiction Series) Frank N. Magill, ed. Salem Press, 1985. 3v. $120.00 library binding. (optional)

OR

Masterplots. (American Fiction Series) Frank N. Magill, ed. Salem Press, 1985. 3v. $120.00 library binding. (optional)

98. Granger, Edith. Index to Poetry. 8th ed. William J. Smith, ed. Columbia University Press, 1986. 2000p. $150.00.

99. The Oxford Companion to American Literature. 5th ed., rev. and enl. James D. Hart, ed. Oxford University Press, 1983. 896p. $49.95. (only for those offering a major in English or Language Arts)

100. Oxford Companion to English Literature. 5th ed. Margaret Drabbe, ed. Oxford University Press, 1985. 961p. $39.95. (only for those offering a major in English or Language Arts)

101. World Authors, 1950-1970. John Wakeman, ed. Wilson, 1975. 1593p. $85.00.

Science and Technology

102. Parker, Sybil P. McGraw-Hill Dictionary of Science and Technical Terms. 3d ed. McGraw-Hill, 1984. $70.00.

103. McGraw-Hill Encyclopedia of Science and Technology. 6th ed. Sybil P. Parker, ed.-in-chief. McGraw-Hill, 1987. 20v. bibliog., illus., index, maps. $1600.00/set retail; $1440.00/set trade. (optional)

OR

Van Nostrand's Scientific Encyclopedia. 6th ed. Douglas M. Considine, ed. Van Nostrand Reinhold, 1984. two-volume edition=$154.95; one-volume edition=$119.95. (optional)

Mathematics

104. Burington, Richard S. Handbook of Mathematical Tables and Formulas. 5th ed. McGraw-Hill, 1973. 500p. $31.95.

OR

Standard Mathematical Tables. 26th ed. C R C Press, 1981. 624p. $24.95.

Chemistry and Physics

105. CRC Handbook of Chemistry and Physics; A Ready-Reference Book of Chemical and Physical Data. Chemical Rubber Co., 1913.- Annual. 67th ed.= $69.95.

Natural History and Biology

106. The Encyclopedia of the Biological Sciences . 2d ed. Peter Gray, ed. Van Nostrand Reinhold, 1970. 1027p. illus. map. tab. bibliog. index. $59.50.

107. Abercombie, Michael, Hickman and Johnson. Dictionary of Biology. 6th ed., Penguin Books, 1951. 309p. $7.95pa. (optional; required only for those with a major in biology)

OR

Steen, Edwin B. Dictionary of Biology. Barnes & Noble, 1971. 630p. $21.50; $7.95 paper. (optional; required only for those with a major in biology)

Zoology

108. Grzimek's Animal Life Encyclopedia. Bernhard Grzimek, ed. Van Nostrand Reinhold, 1972-75. 13v. $500/set at $42.50 each; $275.00 at $24.95 each, paper. (optional)

Psychology

109. Dictionary of Behavioral Science. Benjamin Wolman, ed. 2nd ed. Van Nostrand Reinhold, 1973. 478p. $24.50.
110. Corsini, Raymond. Concise Encyclopedia of Psychology. 1114p. Wiley, 1986. $89.95.

Medical Science

111. (Recent edition of an authoritative medical dictionary.) Examples as follows:

Blakiston's Gould Medical Dictionary. 4th ed. McGraw-Hill, 1979. 1920p. illus. $35.00 text edition; $39.00 trade edition.

OR

Dorland's Illustrated Medical Dictionary. 26th ed. Saunders, 1985. 1485p. no price.

OR

Stedman's Medical Dictionary. 24th ed. William R. Hensyl and Jacquelyn O. Oldham, eds. Williams & Wilkins, 1981. 1750p. illus. (part col.) index. $34.50.

OR

Black's Medical Dictionary. 35th ed. C. W. Harvard, ed. Barnes & Noble, 1987. 982p. illus. (part col.). $36.95.

OR

International Dictionary of Medicine and Biology. Sidney I. Landau, ed. Wiley, 1986. 3v. $395.00/set.

OR

Mosby's Medical and Nursing Dictionary. 2nd ed. Walter D. Glanze, managing ed. Mosby, 1986. $21.95.

OR

Taber's Cyclopedic Medical Dictionary. Clayton T. Thomas. 15th ed. Davis, 1985. 2170p. $21.95 thumb-indexed; $19.50 text edition.

112. Merck Manual of Diagnosis and Therapy. 14th ed. Robert Berkow, ed. Merck, 1982. 2v. $19.75.

113. Columbia University College of Physicians and Surgeons. Complete Home Medical Guide. Crown Publishers, 1985. 911p.

OR

The American Medical Association Family Medical Guide. rev. ed. American Medical Association staff. Random House, 1987. 832p. $29.95.

Agriculture and Nutrition

114. Kirschmann, John D. and Lavon J. Dunne. Nutrition Almanac. 2nd. ed. McGraw-Hill, 1984. $10.95 paper

115. Ensminger, M. Eugene. Animal Science. 8th ed. Danville, Ill., Interstate, 1983. 1049p. $47.35; $35.50 text edition. (optional)

Engineering and Technology

116. The Way Things Work; An Encyclopedia of Modern Technology. Simon & Schuster, 1967, 1971. 2v. $19.95/volume. (optional)

117. How Things Work in Your Home (and What to Do When They Don't). By the editors of Time-Life Books. Time-Life Books, 1985. 368p. $20.00.

OR

Beckstrom, Robert J. Ortho's Home Improvement Encyclopedia. Karin Shakery, ed. Ortho Books, 1985. 512p. $24.95.

OR

Complete Do-It-Yourself Manual. Reader's Digest editors. Random House, 1973. 600p. $21.95.

REFERENCES

Books in Print. Bowker, 1988.

Dority, G. Kim. A Guide to Reference Books for Small and Medium-sized Libraries, 1970-1982. Littleton, Colorado, Libraries Unlimited, Inc., 1984. (purchase optional)

Katz, William. Your Library: A Reference Guide. New York, Holt Rinehart and Winston, 1979. (purchase optional)

Sheehy, Eugene P. Guide to Reference Books. 10th ed. Chicago, American Library Association, 1986.

RECOMMENDED PERIODICAL TITLES

FOR LIBRARIES OF INSTITUTIONS AFFILIATED WITH

OR OFFERING EXTENSION PROGRAMS OF ANDREWS UNIVERSITY

Prepared
by
The Faculty and the Librarians
of
Andrews University

Third Edition
March 1992

*This list is only a core collection of periodicals needed to support a major, a minor, and classes offered in a given subject. Libraries should add local journals to this list.

Indexes and their abbreviations

BAI = Biological and Agricultural Index

BPI = Business Periodicals Index

ED = Education Index

GSI = General Science Index

HI = Humanities Index

RG = Readers' Guide to Periodical Literature

Rel1 = Religion Index One: Periodicals

SDAPI= Seventh-day Adventist Periodical Index

SSI = Social Sciences Index

Highly Recommended:

Katz, Bill and Kate, Linda Sternberg, Magazines for Libraries: For the General Reader and School, Junior College, College, University, and Public Libraries. New York: Bowker

AGRICULTURE

Major: 25 periodicals
Minor: 10 periodicals
Per Class: 2 periodicals

Index = BIOLOGICAL AND AGRICULTURAL INDEX

Periodicals

AFRICAN JOURNAL OF AGRICULTURAL SCIENCES
AG CONSULTANT AND FIELDMAN
AGRICULTURAL EDUCATION MAGAZINE EI
AGRICULTURAL ENGINEERING BAI
AGRICULTURAL RESEARCH
AGRICULTURE ABROAD
AGRONOMY JOURNAL BAI
AMERICAN FRUIT GROWERS
AMERICAN HORTICULTURIST BAI
AMERICAN JOURNAL OF AGRICULTURAL ECONOMICS BAI
AMERICAN NURSERYMAN BAI
ANIMAL PRODUCTION BAI
BEEKEEPING (only where applicable)
BIG FARM MANAGEMENT
CATTLEMAN: THE BEEF MAGAZINE
CORNELL VETERINARIAN BAI
COUNTRY GUIDE: THE FARM MAGAZINE
CROPS AND SOIL MAGAZINE
DOANE'S AGRICULTURAL REPORT
EXPERIMENTAL AGRICULTURE
FAIRCHILD TROPICAL GARDEN BULLETIN
FARM JOURNAL
FARMER'S DIGEST
FEEDS AND FEEDING
FLOWER AND GARDEN
FOREIGN AGRICULTURE
FURROW
FURROW (Australian edition)
HOARD'S DAIRYMAN: THE NATURAL DAIRY FARM MAGAZINE
HORTICULTURE GSI BAI
HORTSCIENCE BAI
IMPLEMENT AND TRACTOR
INTERNATIONAL PEST CONTROL BAI
JAPANESE JOURNAL OF TROPICAL AGRICULTURE/NETTAI NOGYO
JOURNAL OF ANIMAL SCIENCE BAI
JOURNAL OF DAIRY SCIENCE BAI
JOURNAL OF HORTICULTURE SCIENCE BAI
JOURNAL OF SOIL & WATER CONSERVATION BAI
JOURNAL OF SOIL SCIENCE BAI
NEW FARM, THE
NEW ZEALAND JOURNAL OF AGRICULTURAL RESEARCH BAI
PLANT AND SOIL BAI

PLANT DISEASE BAI
POULTRY SCIENCE BAI
SOIL AND WATER CONSERVATION NEWS BAI
SOIL SCIENCE BAI
SOIL SCIENCE SOCIETY OF AMERICA JOURNAL BAI
SUCCESSFUL FARMING
TROPICAL AGRICULTURE BAI
WEED RESEARCH BAI
WEED SCIENCE BAI

ART

Select a minimum of one

AFRICAN ARTS
AMERICAN ARTIST RG
AMERICAN CRAFTS RG
ARTS AND ACTIVITIES EI
MUSEUM MAGAZINE
PORTFOLIO
SCHOOL ARTS E

AUTOMOTIVE TECHNOLOGY

Select a minimum of three

Index = READERS' GUIDE

Periodicals

AUTO BODY AND THE RECONSTRUCTED CAR
AUTOMOTIVE EXECUTIVE
AUTOMOTIVE NEWS
CAR AND DRIVER RG
CAR CRAFT
CHILTON'S MOTOR AGE
MOTOR TREND RG
TRAFFIC SAFETY

BIOLOGY

Major: 25 periodicals
Minor: 10 periodicals
Per class: 2 periodicals

Indexes = GENERAL SCIENCE INDEX
BIOLOGICAL AND AGRICULTURAL INDEX

Periodicals

Science, General-
AMERICAN BIOLOGY TEACHER
NATURE GSI
ORIGINS SDAPI
SCIENCE GSI
SCIENTIFIC AMERICAN GSI

Bacteriology -
JOURNAL OF BACTERIOLOGY BAI
MEDICAL MICROBIOLOGY AND IMMUNOLOGY

Biology -
BIOSCIENCE BAI
EVOLUTION BAI
GENETICS BAI
JOURNAL OF HEREDITY BAI
NATURAL HISTORY GSI
QUARTERLY REVIEW OF BIOLOGY BAI

Botany -
AMERICAN JOURNAL OF BOTANY BAI
BOTANICAL REVIEW BAI
NEW PHYTOLOGIST

Cellular and Molecular Biology -
CELL
CELLULAR AND MOLECULAR BIOLOGY
JOURNAL OF CELL PHYSIOLOGY

Ecology -
ECOLOGY BAI
JOURNAL OF ECOLOGY BAI
LIMNOLOGY AND OCEANOGRAPHY BAI

Entomology -
APPLIED ENTOMOLOGY AND ZOOLOGY
JOURNAL OF INSECT PHYSIOLOGY BAI

Parasitology -
ANNALS OF TROPICAL MEDICINE AND PARASITOLOGY
PARASITOLOGY

Physiology -
COMPARATIVE PHYSIOLOGY AND BIOCHEMISTRY
JOURNAL OF PHYSIOLOGY BAI
JOURNAL OF PLANT PHYSIOLOGY

Vertebrate Biology -
AUK
COPEIA BAI
JOURNAL OF MAMMALOGY BAI

Zoology -
ANIMAL BEHAVIOR BAI

BUSINESS ADMINISTRATION INCLUDING OFFICE MANAGEMENT

Major: 15 periodicals (With Economics: 25)
Minor: 9 periodicals (With Economics: 14)
Per class: 2 periodicals

Indexes = BUSINESS PERIODICALS INDEX
SOCIAL SCIENCES INDEX

Periodicals

ACCOUNTANCY (Brit) BPI
ADMINISTRATIVE MANAGEMENT BPI
ADVERTISING AGE BPI
BUSINESS ECONOMICS BPI
BUSINESS EDUCATION FORUM (NBEA)
BUSINESS HORIZONS BPI
BUSINESS WEEK BPI
CPA JOURNAL BPI
COMPUTER DECISIONS BPI
COMPUTERS AND PEOPLE BPI
ECONOMIC GEOGRAPHY SSI
ECONOMIST SSI
HARVARD BUSINESS REVIEW BPI
JOURNAL OF ACCOUNTANCY BPI
JOURNAL OF BUSINESS EDUCATION EI
JOURNAL OF MARKETING BPI
JOURNAL OF SMALL BUSINESS MANAGEMENT BPI
LABOR LAW JOURNAL BPI
MANAGEMENT REVIEW BPI
MANAGEMENT WORLD BPI
MONEY BPI

OFFICE BPI
PERSONAL COMPUTING
PERSONNEL (AMA) BPI SSI
PERSONNEL JOURNAL BPI SSI
PUBLIC RELATIONS JOURNAL BPI
RISK MANAGEMENT BPI
THE SECRETARY
WORKING WOMAN RG

CHEMISTRY

Major: 5 periodicals
Minor: 3 periodicals
Per class: 1 periodicals

Index = GENERAL SCIENCE INDEX

Periodicals

ANALYTICAL CHEMISTRY GSI
CHEMISTRY IN BRITAIN
INDUSTRIAL AND ENGINEERING CHEMISTRY FUNDAMENTALS ASTI
JOURNAL OF CHEMICAL EDUCATION EI

CONSTRUCTION

Select a minimum of one

Index = Not Available

Periodicals

BUILDER
BUILDING AND ENVIRONMENT
ENERGY AND BUILDINGS
HOMEOWNER
PROFESSIONAL BUILDER

EDUCATION

Major: 25 periodicals
Minor: 12 periodicals
Per class: 3 periodicals

Index = EDUCATION INDEX

Periodicals

ADOLESCENCE EI
ADULT EDUCATION
AMERICAN EDUCATION QUARTERLY EI
AMERICAN JOURNAL OF EDUCATION EI
AMERICAN SECONDARY EDUCATION EI
AMERICAN TEACHER EI
CHANGE EI
CHRONICLE OF HIGHER EDUCATION EI
EDUCATIONAL LEADERSHIP EI
HARVARD EDUCATIONAL REVIEW EI
HIGH SCHOOL JOURNAL EI
HISTORY TEACHER (Long Beach, Calif.) EI
INSTRUCTOR (New York) EI
JOURNAL OF ADVENTIST EDUCATION SDAPI
JOURNAL OF APPLIED PSYCHOLOGY SSI
JOURNAL OF COUNSELING PSYCHOLOGY EI
JOURNAL OF EDUCATION EI
JOURNAL OF EDUCATIONAL PSYCHOLOGY EI
JOURNAL OF INDUSTRIAL TEACHER EDUCATION EI
JOURNAL OF READING EI
JOURNAL OF SCHOOL PSYCHOLOGY EI
JOURNAL OF TEACHER EDUCATION EI
LEARNING '87, '88, etc. EI
LIFELONG LEARNING EI
MATHEMATICS TEACHER EI
NATIONAL ASSOCIATION OF SECONDARY SCHOOL PRINCIPALS BULLETIN EI
PARENTS RG
PERSONNEL PSYCHOLOGY
PHI DELTA KAPPAN EI
PSYCHOLOGY IN THE SCHOOLS EI
PSYCHOLOGY TODAY RG
READING TEACHER EI
READING WORLD
SOCIAL EDUCATION EI
TEACHER
TODAY'S EDUCATION EI

ENGLISH

Major: 25 periodicals
Minor: 12 periodicals
Per class: 2 periodicals

Index = EDUCATION INDEX
HUMANITIES INDEX

Periodicals

English Language and Linguistics
- COLLEGE COMPOSITION AND COMMUNICATION EI
- COLLEGE ENGLISH EI
- ENGLISH JOURNAL EI
- JOURNAL OF LINGUISTICS HI

American and English Literature
- CHRISTIANITY AND LITERATURE Rel1
- 18th CENTURY STUDIES
- MLA INTERNATIONAL BIBLIOGRAPHY - LITERATURE
- MILTON QUARTERLY HI
- MODERN PHILOLOGY HI
- RENAISSANCE QUARTERLY HI
- SHAKESPEARE QUARTERLY HI
- STUDIES IN ROMANTICISM HI
- TESOL QUARTERLY
- 20th CENTURY LITERATURE HI
- VICTORIAN STUDIES HI

GENERAL PERIODICALS

Select a minimum of ten

- ATLANTIC RG
- BUSINESS WEEK RG
- BYTE RG
- CHANGE RG
- CYCLE WORLD RG
- HOBBIES RG
- NEW REPUBLIC RG
- NEW YORKER RG
- NEWSWEEK RG
- POPULAR MECHANICS RG
- POPULAR SCIENCE RG
- TIME RG
- U.S. NEWS AND WORLD REPORT RG
- WORLD HEALTH
- WORLD PRESS REVIEW SSI

GEOGRAPHY

Major: 10 periodicals
Minor: 5 periodicals
Per class: 1 periodicals

Index = READERS' GUIDE
SOCIAL SCIENCES INDEX

Periodicals

JOURNAL OF GEOGRAPHY SSI
ECONOMIC GEOGRAPHY SSI
GEOGRAPHIC JOURNAL SSI
GEOGRAPHICAL MAGAZINE
FOCUS (New York, 1950) RG
NATIONAL GEOGRAPHIC RG
NATURAL HISTORY RG
SMITHSONIAN RG
UNESCO COURIER RG

HISTORY

Major: 25 periodicals
Minor: 12 periodicals
Per class: 2 periodicals

Index = HUMANITIES INDEX
SOCIAL SCIENCES INDEX

Periodicals

Africa
AFRICAN AFFAIRS HI
JOURNAL OF AFRICAN HISTORY HI
JOURNAL OF MODERN AFRICAN STUDIES SSI
(Please add other local periodicals.)

Asia
ASIAN AFFAIRS (London) SSI
JOURNAL OF ASIAN STUDIES HI
(Please add other local periodicals.)

Europe
CENTRAL EUROPEAN HISTORY HI
ENGLISH HISTORICAL REVIEW HI
FRENCH HISTORICAL STUDIES HI
JOURNAL OF CONTEMPORARY HISTORY HI
JOURNAL OF MODERN HISTORY HI

United States
AMERICAN HERITAGE RG
AMERICAN HISTORICAL REVIEW HI
AMERICAN HISTORY ILLUSTRATED RG
AMERICANA RG
CANADIAN HISTORICAL REVIEW HI
CIVIL WAR HISTORY HI
JOURNAL OF AMERICAN HISTORY HI
JOURNAL OF LATIN AMERICAN STUDIES SSI
JOURNAL OF NEGRO HISTORY
JOURNAL OF SOUTHERN HISTORY HI

HOME ECONOMICS

Major: 20 periodicals
Minor: 10 periodicals
Per class: 2 periodicals

Index = EDUCATION INDEX
GENERAL SCIENCE INDEX
READERS' GUIDE
SOCIAL SCIENCES INDEX

Periodicals

AMERICAN DIETETIC ASSOCIATION JOURNAL GSI
BETTER HOMES AND GARDENS RG
CHILD DEVELOPMENT SSI
CURRENT CONSUMER
DAY CARE AND EARLY EDUCATION EI
DESIGNER
DISCOVERY (General Conference Temperance Dept.)
FAMILY CIRCLE
FIBRE ARTS
GOOD HOUSEKEEPING RG
INTERNATIONAL JOURNAL OF AGING AND HUMAN RELATIONS SSI
JOURNALS OF GERONTOLOGY SSI
JOURNAL OF HOME ECONOMICS EI
LISTEN SDAPI
NUTRITION TODAY ASTI
1001 HOME DECORATING IDEAS
SMOKE SIGNALS
TIPS AND TOPICS IN HOME ECONOMICS
VIBRANT LIFE SDAPI
WHAT'S NEW IN HOME ECONOMICS
WINNER

MATHEMATICS

Major: 10 periodicals
Minor: 5 periodicals
Per class: 1 periodicals

Index = GENERAL SCIENCE INDEX

Periodicals

For a major:

AMERICAN MATHEMATICAL MONTHLY GSI
COLLEGE MATHEMATICS JOURNAL GSI
MATHEMATICS MAGAZINE GSI
MATHEMATICS TEACHER EI
(And one of the local mathematical society's journals. British equivalent of the first three journals may be used.)

For a minor:

COLLEGE MATHEMATICS JOURNAL GSI
MATHEMATICS MAGAZINE GSI
MATHEMATICS TEACHER EI
(And one of the local mathematical society's journals. British equivalent of the first and second journal may be used.)

MUSIC

Major: 15 periodicals
Minor: 10 periodicals
Per class: 1 periodicals

Index = Music is spread over many indexes: HI, EI, Rel1, RG. However, for an exceptionally large program in music, please consider the MUSIC INDEX.

Periodicals

AMERICAN ORGANIST
AMERICAN STRING TEACHER
BLACK PERSPECTIVES IN MUSIC
CHORAL JOURNAL
CHURCH MUSICIAN
CLAVIER
DIAPASON
ETHNOMUSICOLOGY HI
HIGH FIDELITY MUSICAL AMERICA RG
HYMN Rel1

INSTRUMENTALIST
JOURNAL OF CHURCH MUSIC Rel1
MUSIC EDUCATOR'S JOURNAL EI
MUSICAL QUARTERLY HI
PIANO QUARTERLY
SCHOOL MUSICIAN EI
STEREO REVIEW RG
WOODWIND BRASS AND PERCUSSION

PHYSICS

Major: 7 periodicals
Minor: 5 periodicals
Per class: 1 periodical

Index = GENERAL SCIENCE INDEX

Periodicals

THE AMERICAN JOURNAL OF PHYSICS GSI
THE PHYSICS TEACHER (Stony Brook, N.Y.) GSI
PHYSICS TODAY GSI
THE REVIEWS OF MODERN PHYSICS

RELIGION/THEOLOGY

Major: 30 periodicals
Minor: 15 periodicals
Per class: 3 periodicals

Index = RELIGION INDEX ONE: PERIODICALS
S.D.A. PERIODICAL INDEX

Periodicals

ADVENTIST HERITAGE SDAPI
ADVENTIST REVIEW SDAPI
ANDREWS UNIVERSITY SEMINARY STUDIES SDAPI Rel1
BIBLICAL ARCHAEOLOGIST Rel1
BIBLICAL ARCHAEOLOGY REVIEW Rel1
CHRISTIAN CENTURY RG
CHRISTIANITY TODAY Rel1, RG
CHURCH HISTORY Rel1
ECUMENICAL REVIEW Rel1
HISTORY OF RELIGIONS Rel1
INTERNATIONAL REVIEW OF MISSION Rel1
INTERPRETATION Rel1
JOURNAL OF BIBLICAL LITERATURE Rel1

JOURNAL OF THEOLOGICAL STUDIES Rel1
LIBERTY SDAPI
LITERATURE EVANGELIST
MINISTRY SDAPI
MISSIOLOGY Rel1
MUSLIM WORLD Rel1
NOVUM TESTAMENTUM Rel1
PASTORAL PSYCHOLOGY Rel1
SCOTTISH JOURNAL OF THEOLOGY Rel1
STUDIES IN COMPARATIVE RELIGION Rel1
THEOLOGY TODAY Rel1
VESTUS TESTAMENTUM Rel1

WOODWORK

Select a minimum of one

Index = READERS' GUIDE

Periodicals

FAMILY HANDYMAN RG
FURNITURE DESIGN AND MANUFACTURING
FURNITURE WOOD DIGEST
FURNITURE WORLD AND FURNITURE BUYER AND DECORATOR
WORKBENCH RG

RECOMMENDED PERIODICAL TITLES AND BOOK COLLECTION SIZE FOR LIBRARIES OF INSTITUTIONS AFFILIATED WITH OR OFFERING EXTENSION PROGRAMS OF ANDREWS UNIVERSITY: THE M.A. IN RELIGION

Developed by a committee
appointed from the faculty of the
James White Library

Marley H. Soper, Chair
Richard Powell
Wolfhard Touchard
Linda Wildman

June 1988
Revised March 1992

I. PERIODICALS

The selection of the following periodicals is based upon:

(a) the scope of the subject matter,
(b) the careful screening of magazines reviewed in MAGAZINES FOR LIBRARIES by Katz, and
(c) the availability for retrieval in the RELIGION INDEX ONE: PERIODICALS

Please add local periodicals to this list.

The indexes required are:

RELIGION INDEX ONE: PERIODICALS = RI
SEVENTH-DAY ADVENTIST PERIODICAL INDEX = SDAPI

The general periodicals in religion not necessarily related to a specific area of study are:

ANDREWS UNIVERSITY SEMINARY STUDIES RI
BIBLE TRANSLATOR, PRACTICAL PAPERS RI
BIBLE TRANSLATOR, TECHNICAL PAPERS RI
BIBLICA RI
BIBLIOTHECA SACRA RI
CHRISTIAN SINGLE
INTERPRETATION RI
JOURNAL OF BIBLICAL LITERATURE RI
MINISTRY SDAPI
RELIGIOUS EDUCATION RI

In the area of Old Testament Studies are:

JOURNAL FOR THE STUDY OF THE OLD TESTAMENT RI
OLD TESTAMENT ABSTRACTS
VESTUS TESTAMENTUM RI

In the area of New Testament Studies are:

JOURNAL FOR THE STUDY OF THE NEW TESTAMENT RI
NEW TESTAMENT ABSTRACTS
NEW TESTAMENT STUDIES RI
NOVUM TESTAMENTUM RI

In the area of Archaeology are:

BIBLICAL ARCHAEOLOGIST RI
BIBLICAL ARCHAEOLOGY REVIEW RI
BULLETIN OF THE AMERICAN SCHOOLS OF ORIENTAL RESEARCH RI
PALESTINE EXPLORATION QUARTERLY RI

In the area of Judaism are:

JOURNAL FOR THE STUDY OF JUDAISM RI
JUDAISM RI
Choose one of the following:
JEWISH QUARTERLY REVIEW RI or
JOURNAL OF JEWISH STUDIES RI

In the area of Christianity are:

CHRISTIAN CENTURY RI
CHRISTIANITY TODAY RI
Choose one of the following:
ECUMENICAL TRENDS RI or
ECUMENICAL REVIEW RI
ETHICS
HARVARD THEOLOGICAL STUDIES RI
PROCESS STUDIES RI
SCOTTISH JOURNAL OF THEOLOGY RI
STUDIES IN COMPARATIVE RELIGION RI
THEOLOGY TODAY RI

In the area of Church History are:

ADVENTIST HERITAGE SDAPI
ADVENTIST REVIEW SDAPI
CHURCH HISTORY RI
JOURNAL OF ECCLESIASTICAL STUDIES RI

In the area of Church and Ministry are:

HOMILETIC AND PASTORAL REVIEW
JOURNAL OF PASTORAL COUNSELING RI
JOURNAL OF PASTORAL CARE RI
PASTORAL PSYCHOLOGY RI

In the area of World Missions are:

CURRENTS IN THEOLOGY AND MISSION RI
EVANGELICAL MISSIONS QUARTERLY RI
GLOBAL CHURCH GROWTH BULLETIN
HISTORY OF RELIGIONS RI
INTERNATIONAL REVIEW OF MISSION RI
JOURNAL OF COMPARATIVE RELIGION
MISSIOLOGY, AN INTERNATIONAL REVIEW RI
MUSLIM WORLD RI

II. BOOKS

A library of approximately 5,000 well-selected book titles from professional selection tools is required (with AU providing a basic bibliography of about 2,000 books when such a bibliography becomes available), counting only 3 or 5 textbooks per subject. Five percent of the collection should be published within the last 15 years. There should be an annual minimum addition of 50 titles representing recently published titles.

The possible distribution of the volumes are as follows:

Reference	- 700 volumes
Old Testament Studies	- 500
New Testament Studies	- 500
Archaeology	- 200
Judaism	- 200
Biblical Languages	- 50
(Modern Languages)	- 50
-if taught or tested in	
Christianity	- 500
Church History	- 400
Church and Ministry	- 200
World Missions	- 300

Commentaries:

INTERNATIONAL CRITICAL COMMENTARY (41 volumes)
Keil and Delitzsch. COMMENTARIES ON THE OLD TESTAMENT (25 volumes)
Lenski. INTERPRETATION OF . . . . His commentaries on the New Testament. (11 volumes)
ANCHOR BIBLE (44 volumes)
HERMENEIA (in progress)
NEW INTERNATIONAL COMMENTARY OF THE OLD TESTAMENT (in progress)
NEW INTERNATIONAL COMMENTARY OF THE NEW TESTAMENT (17 volumes)

Encyclopedias:

Hastings, James. ENCYCLOPAEDIA OF RELIGION AND ETHICS. (13 volumes)
THE NEW SCHAFF-HERZOG ENCYCLOPEDIA OF A RELIGIOUS KNOWLEDGE. (13 volumes)
ENCYCLOPAEDIA JUDAICA. (17 volumes)
NEW CATHOLIC ENCYCLOPEDIA. (17 volumes)

Please add local publications.

III. PROFILE OF SUBJECTS

Old Testament Studies-
- History
- Theology
- Interpretation
- Books of the Old Testament
- Pentateuch
- Psalms

Minor Prophets
- 8th Century
- 4th to 5th Century

Major Prophets
- Isaiah
- Jeremiah
- Ezekiel
- Daniel

New Testament Studies -

Synoptic Gospels
- Matthew
- Mark
- Luke

Johannine Writings
- His gospel
- His epistles

Pauline Epistles to the
- Romans
- Corinthians
- Galatians
- Ephesians
- Philippians
- Colossians
- Thessalonians
- Timothy
- Titus
- Philemon

Revelation

Theology

Ethics

Archeology -
- Antiquity
- Biblical Archaeology
- Near Eastern Studies
- Ancient

Christianity -
- Historical Theology
    - Contemporary Theology
    - Early Church Theology
    - Modern Christian Theology
    - Roman Catholic Theology
    - Ecumenism
    - E. G. White Writings

Ethics -
- Philosophy of Religion
- Social
- Personal
- History of Philosophy
- Science and Religion

RECOMMENDED PERIODICAL TITLES AND BOOK COLLECTION SIZE FOR LIBRARIES OF INSTITUTIONS AFFILIATED WITH OR OFFERING EXTENSION PROGRAMS OF ANDREWS UNIVERSITY: THE M.A. IN EDUCATION

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June 1988
Revised March 1992

I. PERIODICALS

The selection of the following periodicals is based upon:

(a) the scope of the subject matter,
(b) the careful screening of magazines reviewed in MAGAZINES FOR LIBRARIES by Katz, and
(c) the availability for retrieval in the EDUCATION INDEX.

Please add local periodicals to this list.

The index required is the EDUCATION INDEX (EI).

In the area of Elementary Education are:

CHILDHOOD EDUCATION EI
CHILDREN TODAY EI
ELEMENTARY SCHOOL JOURNAL EI
INSTRUCTOR EI
PRINCIPAL EI
TEACHING EXCEPTIONAL CHILDREN EI
YOUNG CHILDREN EI

In the area of Secondary Education are:

AMERICAN SECONDARY EDUCATION EI
HIGH SCHOOL JOURNAL EI

In the area of Administration are:

EDUCATIONAL ADMINISTRATION QUARTERLY EI
EDUCATIONAL ADMINISTRATOR
NATIONAL ASSOCIATION OF SECONDARY SCHOOL PRINCIPALS BULLETIN EI
PRINCIPAL EI

In the area of Curriculum are:

CURRICULUM REVIEW EI
EDUCATIONAL LEADERSHIP EI

In the area of Developmental Psychology are:

JOURNAL OF SCHOOL PSYCHOLOGY EI
PSYCHOLOGY IN THE SCHOOLS EI
PSYCHOLOGY TODAY

In the area of Educational Psychology are:

EDUCATIONAL AND PSYCHOLOGICAL MEASUREMENT EI
JOURNAL OF LEARNING DISABILITIES EI
JOURNAL OF EDUCATIONAL PSYCHOLOGY EI
LEARNING; THE MAGAZINE FOR CREATIVE TEACHING
LEARNING TODAY EI

In the area of Guidance are:

ELEMENTARY SCHOOL GUIDANCE AND COUNSELING EI
SCHOOL COUNSELOR EI

In the area of History/Philosophy are:

JOURNAL OF PHILOSOPHY OF EDUCATION (Great Britain)

In the area of Marriage/Family are:

THE FAMILY JOURNAL

Magazines not related to any particular subject above are:

ADULT EDUCATION
AMERICAN EDUCATION QUARTERLY EI
AMERICAN JOURNAL OF EDUCATION EI
AMERICAN TEACHER EI
CHANGE EI
CHRONICLE OF HIGHER EDUCATION EI
HARVARD EDUCATIONAL REVIEW EI
HISTORY TEACHER EI
JOURNAL OF ADVENTIST EDUCATION
JOURNAL OF APPLIED PSYCHOLOGY
JOURNAL OF COUNSELING PSYCHOLOGY EI
JOURNAL OF EDUCATION EI
JOURNAL OF INDUSTRIAL TEACHER EDUCATION EI (optional)
JOURNAL OF READING EI
JOURNAL OF SCHOOL PSYCHOLOGY EI
JOURNAL OF TEACHER EDUCATION EI
LEARNING EI
LIFELONG LEARNING EI
MATHEMATICS TEACHER EI
PARENTS
PERSONNEL PSYCHOLOGY EI
PHI DELTA KAPPAN EI
PSYCHOLOGY TODAY EI
READING TEACHER EI
SOCIAL EDUCATION EI
TODAY'S EDUCATION EI

II. BOOKS

An education library of approximately 4,000 well-selected book titles from professional selection tools is required (with AU providing a basic bibliography of about 2,000 books when such a bibliography becomes available), counting only 3-5 textbooks per subject. Approximately 10 percent of the collection should be published in the last decade. There should be an annual minimum addition of 50 titles representing recently published titles.

III. Purchase of the ERIC files should also be considered.

RECOMMENDED PERIODICAL TITLES AND BOOK COLLECTION SIZE FOR LIBRARIES OF INSTITUTIONS AFFILIATED WITH OR OFFERING EXTENSION PROGRAMS OF ANDREWS UNIVERSITY: THE M.B.A.

Developed by a committee
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June 1988
Revised March 1992

I. PERIODICALS

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(a) the scope of the subject matter,
(b) the careful screening of magazines reviewed in MAGAZINES FOR LIBRARIES by Katz, and
(c) the availability for retrieval in the BUSINESS PERIODICALS INDEX and the SOCIAL SCIENCES INDEX.

Please add local periodicals to this list.

The indexes required will be:

BUSINESS PERIODICALS INDEX = BPI
SOCIAL SCIENCES INDEX = SSI
WALL STREET JOURNAL INDEX = WSJI (optional)

In the area of Accounting are:

ACCOUNTANCY (Brit.) BPI
ACCOUNTING REVIEW BPI
JOURNAL OF ACCOUNTANCY BPI
MANAGEMENT ACCOUNTING BPI

In the area of Economics are:

AMERICAN ECONOMIC REVIEW BPI/SSI
AMERICAN JOURNAL OF ECONOMICS AND SOCIOLOGY SSI
BROOKINGS PAPERS ON ECONOMIC ACTIVITY BPI
BUSINESS ECONOMICS SPI
CAMBRIDGE JOURNAL OF ECONOMICS SSI
CHALLENGE BPI
ECONOMIC BOOKS; CURRENT SELECTIONS
ECONOMIC GEOGRAPHY SSI
ECONOMIC HISTORY REVIEW SSI
ECONOMIC INQUIRY SSI
ECONOMIC JOURNAL SSI
ECONOMICS DEVELOPMENT AND CULTURAL CHANGE SSI
EUROPEAN ECONOMIC REVIEW SSI
THE JOURNAL OF DEVELOPING AREAS
THE JOURNAL OF DEVELOPMENT STUDIES SSI
JOURNAL OF ECONOMIC ISSUES BPI/SSI
JOURNAL OF ECONOMIC HISTORY SSI
JOURNAL OF POLITICAL ECONOMY SSI
REVIEW OF BUSINESS AND ECONOMIC RESEARCH SPI
REVIEW OF ECONOMICS AND STATISTICS SSI

In the area of Management are:

ACADEMY OF MANAGEMENT JOURNAL BPI
ACADEMY OF MANAGEMENT REVIEW BPI
ADMINISTRATIVE SCIENCE QUARTERLY BPI
ADVANCED MANAGEMENT JOURNAL BPI

FINANCIAL MANAGEMENT BPI
HUMAN RESOURCE MANAGEMENT BPI
JOURNAL OF FINANCE BPI
JOURNAL OF SMALL BUSINESS MANAGEMENT BPI
JOURNAL OF SYSTEMS MANAGEMENT BPI
MANAGEMENT REVIEW BPI
MANAGEMENT SCIENCE BPI
OPERATIONS RESEARCH BPI
PERSONNEL JOURNAL BPI
PERSONNEL MANAGEMENT BPI
PUBLIC PERSONNEL MANAGEMENT BPI
SLOAN MANAGEMENT REVIEW BPI
SUPERVISORY MANAGEMENT BPI

In the area of Marketing are:

ADVERTISING AGE BPI
JOURNAL OF ADVERTISING BPI
JOURNAL OF ADVERTISING RESEARCH BPI
JOURNAL OF MARKETING BPI
JOURNAL OF MARKETING RESEARCH BPI
JOURNAL OF PURCHASING AND MATERIALS MANAGEMENT BPI
PUBLIC RELATIONS JOURNAL BPI
PUBLIC RELATIONS QUARTERLY BPI
PURCHASING BPI

II. NEWSPAPERS

THE WALL STREET JOURNAL WSJ

III. BOOKS

A business library of approximately 4,000 well-selected book titles from professional selection tools is required (with AU providing a basic bibliography of about 2,000 books when such a bibliography becomes available), counting only 3 to 5 textbooks per subject. Ten percent of the collection should be published in the last decade. There should be an annual minimum addition of 50 books representing recently published titles.